

LEABETH POHL

CREATIVE, PLANNER, ENTREPRENEUR

PROFESSIONAL EXPERIENCE

DIRECTOR OF COMMUNICATIONS & TECHNOLOGY

HOPE UNITED METHODIST CHURCH (JUNE 2017 - NOVEMBER 2021)

- Proficiently created and curated weekly email campaigns utilizing Mail Chimp.
- Experience in providing tier one technical support to staff, addressing and solving various technical issues efficiently and professionally.
- Managed and maintained the church's website, ensuring regular updates and enhancements to optimize user experience and maintain a strong online presence.
- Efficiently managed and organized the church calendar to ensure smooth scheduling and coordination of events.
- Oversaw invoicing, processing and payment of invoices. Skillfully managed billing cycles and maintained accurate balance sheets for those using church spaces.

OWNER & CHEF

LEABETH'S KITCHEN, CATERING & EVENT PLANNING (OCTOBER 2016 – JUNE 2019)

- Founder, owner and sole employee of Leabeth's Kitchen.
- Developed concept for personal logo, website and all print materials.
- Built and maintains website through WordPress online software.
- Managed finance, including bookkeeping, budgeting and accounting.
- Effectively communicated through social media, face to face interactions and email.
- Had a business centered approach to all things.
- Maintained a high standard of communication, quality of product and professionalism to maintain client relationships.
- Led the coordination and supervision of all aspects of catered events, involving menu development, contract negotiations and vendor relations.
- Demonstrated expertise in organizing and executing events tailored to various guests counts, ranging from intimate private parties of 20 to larger events of 125 guests.

TEACHER – 6TH GRADE MATHEMATICS AND SOCIAL STUDIES - HORIZON MIDDLE

CHERRY CREEK PUBLIC SCHOOLS (AUGUST 2014 – JUNE 2015)

TEACHER – 7TH GRADE MATHEMATICS - AURORA WEST MIDDLE/HIGH

AURORA PUBLIC SCHOOLS (OCTOBER 2012 – JUNE 2014)

TEACHER - 8TH GRADE ADVANCED SCIENCE - DARNELL-COOKMAN MIDDLE/HIGH

DUVAL COUNTY PUBLIC SCHOOLS (FEBRUARY 2010 – JUNE 2012)

ADDITIONAL EXPERIENCE

VICE CHAIR - CULTURAL ARTS COMMISSION

CITY OF ENGLEWOOD (JULY 2016 - PRESENT)

- Provides leadership and vision during monthly meetings.
- Assists in the acquisition and maintenance of art for Englewood.

EDUCATIONAL TECHNOLOGY COMMITTEE MEMBER

DARNELL-COOKMAN MIDDLE/HIGH (AUGUST 2010 - JUNE 2012)

- Demonstrated understanding and fluency in educational technologies.
- Educated fellow staff members on current and innovative technologies.



4726 South Pearl Street
Englewood, CO 80113



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EDUCATION

LEADING EDGE FOR ENTREPRENEURS

Denver Metro SBDC
January - April 2015

BA, MIDDLE SCHOOL EDUCATION MATHEMATICS & SCIENCE MINOR

University of North Florida
2004-2009

KEY SKILLS

Attention to Detail
Creativity
Multi-Tasking
Marketing
Effective Communication
Time Management
Budgeting
Event Planning
Social Networking
Leadership
Microsoft Publisher
20 years' experience
WordPress
Microsoft Word
Excel
Video Editing
QuickBooks
Moderate Understanding of
Programming